District of Columbia Air National Guard
Dual Technician/AGR Announcement
Announcement Number: Tech 04-026 /AGR 04-132

APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED ON	**OPENING DATE:** 20 April 2004	**CLOSING DATE:** Open Until Filled
	Position Title, Series, Grade, Salary Range Computer Assistant, 80274000 GS-0335-07 $34184 - $44,439 GS-0335-05 $27,597 - $35,881 **Maximum Military Rank: SSgt**	
	Selectee will be assigned to a compatible military position. **Military Duty Assignment: 3C0XX, 3A0XX, 3C3XX**	

Position Location: 113TH CF/SCB, DCANG Andrews AFB, Maryland	**Appointment Status** **[X]** Excepted **[X]** Enlisted **[ ]** Officer **[ ]** Competitive

AREA OF CONSIDERATION: **Temp Indef – Obligated Position**

TECHNICIAN:

GROUP III

(Individuals who possess necessary qualifications to become military members of the DCANG)

AGR: Current On-Board

Permanent Change of Station: PCS move will be authorized for AGR's only.

Special Remarks: http://dcng.ngb.army.mil/

INSTRUCTIONS FOR APPLYING: This office will not accept applications mailed at the government's expense. Electronic or fax applications will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. **No binders please**.

If you are applying under the Technician Job Announcement the following documents are required:

1.) OF612, SF171 or a Resume
2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.

If you are applying under the AGR Job Announcement the following documents are required:

1.) NGB34-1, dated Oct 2002
2.) RIP (Report of Individual Performance)
3.) DD 214
4.) Weight Standard Letter
5.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.

Condition of Employment:
National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.
Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.

Technician Employment Questions: SPC Valarie Robinson, Human Resources Staffing Specialist can be reached at 202-685-9780 or DSN 325-9780. SPC Melodie Carr, Human Resources Assistant, 202-685-9775 or DSN 325-9775.

AGR Employment Questions: MSgt Stepfaine Bowman, AGR Staffing Specialist can be reached at 202-685-9772 or DSN 325-9772.

Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.

Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.

Technician Announcement Number: 04-026

AGR Announcement Number: 04-132

Position: Computer Assistant, GS-0335-05/07, 80274000

Brief Description of Duties:

Participates in planing, organizing, and the implementation of electronic media and computer systems throughout the base. Participates in the management and implementation of policy and monitoring usage of all mail systems at servicing units. Employee trains and assists new and advanced users in using the electronic mail system to include training users in archiving, suspending, and disposition requirements as they pertain to the appropriate medium. Participates in and provides guidance for management, maintenance, and electronic distribution of all publication, instructions, forms, and the technical orders distribution system. Provides technical and procedural assistance to functional areas. Performs customer identification and registration of IAOS users. May be required to monitor and ensure access is limited to authorized individuals and organizations. Performs duties in the central Computer Information Systems (CIS) customer service/control center such as accepting trouble calls, providing on the spot CIS systems assistance and guidance, routing requirement requests to the proper functional area, and documenting all facets of customer's requests for any computer information communications service provided by the division. Performs general network and telecommunications systems administration within approved existing structure such as resetting user passwords and access rights, adding and modifying users, assisting in the configuration of services in a variety of systems such as clients servers, online systems, voice mailboxes, and telephone systems. Performs other duties as assigned.

Qualifications: GS-07

General Experience Experience, education, or training which demonstrates the applicant's ability to follow directions, procedures, or systematic work methods, which gives evidence of the candidates ability to perform this work.

Specialized Experience:

Must demonstrate **Twelve- (12) months** experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's)

A. Knowledge of computer codes, abbreviations, and language.

B. Ability to interpret data requirements and coordinate priorities.

C. Ability to trace and identify processing failures.

D. Knowledge of production control function.

Qualifications: GS-05

General Experience: Experience, education, or training which demonstrates the applicant's ability to follow directions, procedures, or systematic work methods which gives evidence of the candidates ability to perform this work.

Specialized Experience:

Must demonstrate **Six- (6) months** experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's)

A. Knowledge of computer codes and abbreviations.

B. Ability to recognize processing failure errors associated with system controls.

C. Knowledge of computer program files, records and manuals.

D. Knowledge of job control functions.

Current Unit assignment, AFSC/SSI and Military grade must be included on application.
Incomplete applications will not be considered for employment.

This announcement must be posted on unit bulletin boards until the day following the closing date.